

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative positions, the primary duty of which is the management of a group of police department divisions or services. The employees of this class have the responsibility for organizing, planning, and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate employees within the assigned areas. Police Majors also perform functions in financial management, public relations, and information management. Employees of this class develop a departmental training program, prepare equipment specifications, and recommend purchase of departmental equipment. Police Majors perform duties with a high level of independence, reporting to and having work reviewed by the Assistant Police Chief. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of an area of police department services, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Recommends management policies, goals, and objectives for the assigned areas. Conducts inspections of assigned divisions, evaluates their effectiveness, and takes action to improve problem areas. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Interviews prospective employees and makes recommendations for hiring. Reviews incoming communications, making assignments to the appropriate person or location. Sees that all department personnel policies conform to EEOC standards. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Gathers information for assigned areas of responsibility to be used in budget preparation. Reviews divisional operating budgets, and prepares revenue estimates. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds. Authorizes the expenditure of funds in accordance with the budget. Writes requests for grants or other special funds to aid in the operation of the police service.

Supervises the preparation of records, reviewing those completed by subordinates. Determines what information should be included in department records and in what form this information should be kept. Compiles and analyzes data needed for reports. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Writes letters and reports needed to handle problems or to address other needs of the police service.

Develops a training program for the department and sees that such program is properly staffed and supplied. Serves as an instructor for formal instruction, and acts as a training consultant for smaller law enforcement agencies in surrounding areas.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as the official department representative at meetings of governmental or civic committees and groups. Acts as department representative to the news media. Writes newspaper articles or any other type of official department position paper for publication. Makes speeches or conducts demonstrations at schools or meetings of citizen's groups, and conducts tours of department facilities for school and civic groups. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Conducts polls or surveys related to the police service, and organizes gathered data to identify areas in need of special law enforcement efforts. Coordinates the work of the department with related federal, state, and local agencies.

Supervises subordinate department employees. Assigns duty areas, makes work schedules and approves leave. Reviews reports written by subordinates. Evaluates work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides on-the-job training for department members and serves as an instructor for formal training. Maintains discipline, and recommends disciplinary action to the appointing authority.

Prepares specifications on new police department equipment for public bids. Purchases or recommends the purchase of equipment and supplies in accordance with the law and within the established budget.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Captain for a period of at least two (2) years immediately preceding the closing date for application to the board.